



Step 2:
NetDMR: Request Access
for Permit Administrators

1. Open your internet browser and go to <https://netdmr.epa.gov> and login to your account.
2. Access NetDMR by clicking **Permittee (no signature)** on MyCDX screen. On the next page click **Continue to NetDMR**.
3. In the upper left corner of the screen, click **Request Access**.
4. Enter your permit number(s) one at a time. Click **Update**.
5. Click the dropdown box for Role and choose Permit Administrator. Click **Add Request**.
6. If you have more than one permit number, repeat steps 3 and 4 until you have added requests for all of your permit numbers.
7. Click **Submit** when you've entered requests for all of your permit numbers.
8. Review the information you provided and click **Confirm**. If something needs to be corrected, click Cancel and you will be directed back to the previous screen.
9. Notify the Signatory or Permit Administrator that your access requests have been completed. The Signatory or Permit Administrator can approve your request(s) on their log in page.

Questions? Email us: deqnetdmr@la.gov